

Before starting the application process, please read and follow the procedures below.

A review of your application for certification will not be initiated until the following MINIMUM required documentation is submitted to the Office of Educator Certification.

- Individuals applying for [Career and Technology](#) certification should follow the application instructions available on the CATE certification webpage.
- Individuals applying for **Academic Certification** (includes those who have completed an approved teacher education program or who hold a professional certificate from out of state) must submit an application (Paper or Online), electronic fingerprinting, fee, college transcripts, and one of the following: teaching Recommendation of Completion of an Approved Program or a current out-of-state certificate (if applicable). Additional documentation may be required to finalize your certification.
- Individuals currently enrolled in an approved teacher education program must apply for the **Student Teaching Background Check** and be cleared before their **Student Teaching** placement begins (individuals must be enrolled in an approved teacher education program who will be completing student teaching in a South Carolina public school) must submit an application, fee, and [electronic fingerprinting](#). Additional documentation may be required to finalize your certification at the point of program completion.
- Individuals applying for [Alternative Certification](#) (includes those applying to the Program of Alternative Certification for Educators (**PACE**) or the American Board for the Certification of Teaching Excellence (**ABCTE**)) must submit the following:
 - PACE: Application Form and official college transcripts
 - ABCTE: application, electronic fingerprinting, application processing fee, college transcripts, ABCTE test score, and ABCTE certificate.

Additional documentation may be required to finalize your certification once admitted to either of these alternative routes.

CERTIFICATION DOCUMENTS

The following list includes potential documents that may be required for your certification to be completed. Different documents are required based on which certification avenue you are pursuing. Be sure to review the links above to understand each type of certification process.

- **Non-Refundable Fee** - The application fee is required of all applicants at some point in the certification process. An [online](#) credit card fee payment option is now available and you will be provided instructions as part of this online certification application process. You have the option to submit a check or money order for \$105.00 to cover the processing of your application materials. Checks or money orders should be made payable to the "South Carolina Department of Education". The **\$105.00 fee is Non-Refundable** and does not include the FBI fingerprint processing fee. The application fee for PACE applicants is due when eligibility is confirmed.
- **Transcript(s)** – All certification processes require official college transcripts from each college you attended. Our office accepts official transcripts via two methods: mail or email. Transcripts sent by mail must arrive in an official sealed envelope. Transcripts sent by email must come from the college or university's registrar's office and be supported by Parchment, E-Scripts, or Credential Solutions. Our email for electronic transcripts is transcripts@ed.sc.gov.

- **Score Reports** – Most certification applicants are required to submit passing scores on the appropriate South Carolina required Praxis examinations. Contact the Educational Testing Service (ETS) in Princeton, New Jersey, to request that an official copy of your teacher examination scores be submitted directly to the Office of Educator Certification. ETS can provide scores that are within 10 years old. ETS no longer provides sealed score reports directly to examinees. You may contact ETS by calling 800-772-9476 or accessing their web site at <http://www.ets.org>. If you have test scores from assessment programs in other states that were required for certification, submit copies of those reports or other verification. South Carolina test requirements can be found on the web at <http://ed.sc.gov/educators/certification/>.
- **Electronic Fingerprint process** – (See [Certification Forms](#)) All certification applicants must complete the FBI Electronic Fingerprint process for certification in South Carolina. **In-state** applicants can schedule an appointment for fingerprinting by contacting L-1 Enrollment Services at www.identogo.com. **Out-of-State** applicants may request a fingerprint card from the Educator Certification web site for manual submission of fingerprints. **The fingerprinting cost is \$53.25 and is payable to MorphoTrust USA LLC. Fingerprinting costs are not included in the \$105.00 application fee.**
- **College Recommendation Form** - (See [Certification Forms](#)) verifying completion of an approved program. If applicable, complete the personal data portion of the recommendation form and send it to the college where you completed your teacher preparation, including student teaching. The college will return it to you for inclusion in your submission package. (The recommendation is not required for PACE, ABCTE, those holding current out-of-state licenses, or for student teaching certification applicants)
- **Copy of Social Security Card (US)** – may be a photocopy and should be faxed or submitted via US Mail.
- **Out-of-State Certificate** - If applicable, send a copy of both sides of your current out-of-state teaching credential. Provide an interpretation key for any unexplained certification codes.
- **Verification of Teaching Experience** - (See [Certification Forms](#)) If applicable, send the Verification of Teaching Experience forms to previous employers and request each to complete the form and return it to you.

If you are not completing the electronic application, please send completed documents to:

Division of Educator Effectiveness
Office of Educator Services
 8301 Parklane Rd
 Columbia, South Carolina 29223

After receipt and evaluation of all required documents, an Office of Educator Certification staff member will advise you in writing of your status. **All submitted documents are shredded once they are electronically entered into the certification database.**

You may check the electronic documents on file in our office by accessing the Certification website. Click on certification status and follow the instructions. The FBI fingerprint background check is required before a credential can be issued. Make sure the electronic fingerprinting procedures are completed promptly to avoid delays in receiving a credential.